

Section 6.11 City Contribution to Deferred Compensation

Effective as of the pay period beginning March 12, 2001, the City shall contribute a matching deferred compensation program contribution of up to one-half of one percent (.005) of an employee's salary on a biweekly basis. To be eligible for this program, the employee must be enrolled in one of the City's voluntary deferred compensation programs and making a payroll deduction into the program of at least one-half of one percent (.005) on a biweekly basis. Employees shall not be entitled to any retroactive application of this program.

Section 6.12 Salary Pay Periods

Employees shall be paid bi-weekly. Regular salary and overtime will normally be paid within five days after the close of the pay period.

Section 6.13 Direct Deposit

All employees hired after February 28, 2001, shall be paid only via direct deposit into a bank account. Employees shall have thirty (30) days from the date of hire to submit appropriate information to the Finance Department for the processing of direct deposit pay.

Section 7. Filling of Vacancies

Section 7.1 Filling Vacancies

Except as otherwise provided in this Memorandum of Understanding, all vacancies in the classes of employment set forth in Appendix "A" shall be filled from employment lists established as a result of competitive examination.

Section 7.2 Announcement

All examinations for classes set forth in Appendix "A" of this Memorandum of Understanding shall be published by posting announcements in the City Hall, on official bulletin boards, and in such other places as the City Manager deems advisable, including one newspaper of general circulation circulated in the City.

The announcements shall specify the following:

- (a) The title and salary range of the class;
- (b) The nature of the work to be performed;

- (c) Preparation desirable for the performance of the work of the class;
- (d) The dates, time, place, and manner of making applications; and
- (e) Other pertinent information

Section 7.3 Application Form

Applications shall be made on forms provided by Human Resources. Such forms shall require information covering training, experience, and other pertinent information. All applications must be signed under penalty of perjury by the person applying.

Section 7.4 Mandatory Disqualification

The City Manager as personnel officer, or the Manager's designee, may reject any application if:

- (a) The application indicates on its face that the applicant does not possess the minimum qualifications required for the position;
- (b) The applicant does not meet the minimum age requirement of the position as of the closing date of the recruitment;
- (c) The applicant is neither a citizen of the United States nor possesses the status of a permanent resident alien thereof;
- (d) The applicant is physically unfit for the performance of duties of the position applied for,
- (e) The applicant is addicted to the habitual excessive use of drugs or intoxicating liquor;
- (f) The applicant has been convicted of a crime involving moral turpitude where the conduct constituting the offense is related to or reflects upon the fitness of the applicant to perform the duties of the position;
- (g) The applicant has made a false statement of any material fact or has omitted any material fact or has practiced or attempted to practice any deception or fraud in the application.

Section 7.5 Permissive Rejection

The personnel officer or the personnel officer's designee may reject any application if:

(a) In the personnel officer's or personnel officer's designee's judgment the number of applicants for the position is so great that it would be unmanageable to interview all applicants possessing the minimum qualifications. In such cases, the applicants selected for interview or further consideration may be limited to those who, in the judgment of the City Manager, or City Manager's designee, possess the qualifications that best fit the needs of the City or the affected department.

Section 7.6 Notice of Rejection

Whenever an application is rejected, notice of such rejection with a statement of reason shall be mailed to the applicant by the City Manager or City Manager's designee.

Section 7.7 Defective Applications

Defective applications may be returned to the applicant with notice to amend the same, at the discretion of the personnel officer or personnel officer's designee.

Section 8. Examinations

Section 8.1 Nature and Type of Examinations

(a) The selection techniques used in the examination process shall be impartial, of a practical nature, and shall relate to those subjects which, in the opinion of the City Manager or the Manager's designee, fairly measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed.

(b) Examinations may consist of such recognized personnel selection techniques as achievement tests, aptitude tests, evaluation of personality and background through personal interviews, performance tests, evaluation of daily work performance, work samples, or physical agility tests, or any combination of them.

Section 8.2 Promotional Examination

Promotional examinations may be conducted whenever, in the opinion of the City Manager, the needs of the service require. Promotional examinations may include any of the selection techniques mentioned in Section 8.1, or any combination of them. Promotional examinations may also include evaluation of prior City service and accomplishments in special training courses. Any employee who meets the requirements set forth in the promotional examination announcements may compete in the promotional examinations process.

Section 8.3 Conduct of Examinations